

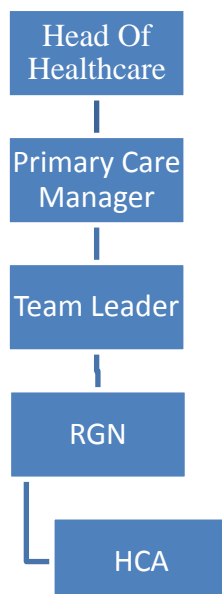
# Job Description: Healthcare Assistant

Function:	Healthcare
Position:	Healthcare Assistant
Immediate manager (N+1 Job title and name):	Team Leader
Additional reporting line to:	Primary Care Manager
Position location:	HMP Forest Bank

## 1. Purpose of the Job – State concisely the aim of the job.

- Working within a primary healthcare team, to deliver a comprehensive range of needs based health care services to adult and young offenders residing within HM Prison Forest Bank. Services will achieve equivalence with health care services provided in primary care by the NHS.
- Providing 24hour care by working a range of shifts including weekends and nights to suit the needs of the service
- Develop and deliver therapeutic activities and programs to enhance the health and wellbeing of the patients residing in the healthcare inpatient unit.

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Work within the personal and company capabilities and expectations.
- Work within a high pressured versatile environment
- Work within prison scope and local/national Sodexo policies

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

**Key aspects of the role:**

- Assist the GP during daily surgery
- Assist in first night reception screening
- Chase up results, GP medication requests and referrals as requested
- Develop own skills to facilitate ECG and bloods clinics
- Provide support to nursing staff if required during an emergency situation
- Demonstrate excellent organisational skills
- With the help of a registered nurse, assist in developing and delivering therapeutic activities and programmes to those in the inpatient unit.
- Enthusiasm to learn new skills and continuously develop to meet the needs of the service

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Completion of all documentation to a high standard maintaining accurate and up to date records.
- Completion of accurate clinical assessments on all patients
- Completion of care plans where necessary
- Appropriate and timely referrals to relevant internal and external agencies
- Development of clinical interventions to clients
- Adherence to Policies and procedures
- Contribute to Healthcare data records

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

**Essential**

- Excellent communication skills
- A high standard of IT skills
- Works well within a team or as an individual
- Excellent attendance record
- No live warnings

**Desirable Criteria:**

- Experience in a Healthcare clinical area
- NVQ Health & social care
- Nursing associate qualification or willingness to work towards

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

• Growth, Client & Customer Satisfaction / Quality of Services provided	
• Innovation and Change	
• Commercial Awareness	• Business Consulting
• Employee Engagement	• HR Service Delivery
• Learning & Development	•
• Brand Notoriety	•

**9. Management Approval** – To be completed by document owner

Version		Date	12/6/19
Document Owner			